B7400-1 4

ExpenseChec✓

August 1984
T-147

Communique

The corporate advisory for cost-effective business travel.

Make The Most Of Your Morning

Three-martini lunches and seven course dinners are one way to entertain clients and prospects. But when was the last time you met with a customer over breakfast? Consider these advantages:

1. You'll see your client before he or she becomes involved in daily duties and pressures.

2. Breakfast meetings tend to be shorter than those held over lunch and, especially, dinner.

3. Restaurants are usually less crowded in the morning than at the lunch hour or in the evening.

4. A breakfast meal is almost always less expensive than lunch or dinner. And usually there's no liquor to slow the mind and bloat the body . . . and the bill!

Regardless of when and how entertainment of customers is handled, employees should be reminded that it must be related to the achievement of a business objective and that spending should be in line with the importance of that objective to your company.

Trendlines

Total Travel Expenses for the month of August were 7.7% below July's levels. Postage & Supplies was the only cost category bucking the trend, with expenditures up 4.4 %. All other spending rates for the month dropped.

Leading the declines were Miscellaneous expenses, off 15.2%, and Public Transportation, down 10.3%. Other category decreases in monthly spending rates include Car Rental (-9.9%), Entertainment (-9.7%), Tel & Tel (-8.9%), Meals (-8.1%) and Lodging (-2.6%).

Year to date, Total Travel Expenses are now running 3.9% ahead of last year's pace. As a point of reference, the Consumer Price Index increase over the same period is 3.1%.

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 76.62	$	$ 86.90	$
Lodging	129.36		136.39	
Public Transportation	147.74		166.17	
Car Rental	23.08		26.36	
Telephone & Telegraph	71.14		79.21	
Postage & Supplies	30.18		29.71	
Entertainment	53.32		60.87	
Miscellaneous	36.55		44.71	
TOTAL TRAVEL EXPENSES	$ 567.99	$	$ 630.32	$
MEAL ANALYSIS				
Average Number Per Traveler Month	10.6		11.6	
Average Cost Per Meal -	$ 7.20	$	$ 7.52	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.6		2.7	
Average Cost Per Night -	$ 50.22	$	$ 49.80	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	DOWN 8.1 %	%	DOWN 8.2 %	%
Lodging	DOWN 2.6		UP 7.8	
Public Transportation	DOWN 10.3		UP 7.4	
Car Rental	DOWN 9.9		DOWN 12.4	
Telephone & Telegraph	DOWN 8.9		UP 18.3	
Postage & Supplies	UP 4.4		UP 9.5	
Entertainment	DOWN 9.7		DOWN 4.6	
Miscellaneous	DOWN 15.2		UP 3.7	
TOTAL TRAVEL EXPENSES	DOWN 7.7 %	%	UP 3.9 %	%
MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 3.6 %	%	DOWN 10.1 %	%
Average Cost Per Meal -	DOWN 5.3 %	%	UP 2.2 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	NO CHANGE %	%	DOWN 3.6 %	%
Average Cost Per Night -	DOWN 1.4 %	%	UP 10.9 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

(2) 87410-1 A

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 129.05	$	$ 131.99	$
Lodging	237.33		230.96	
Public Transportation	477.36		457.79	
Car Rental	73.77		62.25	
Telephone & Telegraph	46.38		41.50	
Postage & Supplies	9.52		10.75	
Entertainment	327.54		280.93	
Miscellaneous	93.43		78.76	
TOTAL TRAVEL EXPENSES	$ 1394.38	$	$ 1294.93	$

MEAL ANALYSIS				
Average Number Per Traveler Month	16.9		17.5	
Average Cost Per Meal -	$ 7.62	$	$ 7.53	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.4		4.3	
Average Cost Per Night -	$ 53.52	$	$ 53.23	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES Meals	UP 4.9 %	%	DOWN 24.2 %	%
Lodging	UP 14.5		UP 35.7	
Public Transportation	UP 19.6		UP 58.9	
Car Rental	UP 32.3		UP 62.7	
Telephone & Telegraph	DOWN 1.1		DOWN 20.2	
Postage & Supplies	UP 12.8		UP 83.4	
Entertainment	UP 15.6		UP 96.3	
Miscellaneous	UP 31.7		UP 58.5	
TOTAL TRAVEL EXPENSES	UP 16.7 %	%	UP 40.5 %	%

MEAL ANALYSIS Average Number Per Traveler Month	NO CHANGE %	%	DOWN 21.9 %	%
Average Cost Per Meal -	UP 4.5 %	%	DOWN 3.1 %	%
LODGING ANALYSIS Average Number Per Traveler Month	UP 7.3 %	%	UP 16.2 %	%
Average Cost Per Night -	UP 4.7 %	%	UP 17.2 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

B 7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 97.02	$	$ 94.24	$
Lodging	184.49		179.12	
Public Transportation	202.14		185.21	
Car Rental	28.92		23.70	
Telephone & Telegraph	120.50		123.94	
Postage & Supplies	49.10		48.25	
Entertainment	85.00		87.95	
Miscellaneous	46.43		47.22	
TOTAL TRAVEL EXPENSES	$ 813.60	$	$ 789.63	$
MEAL ANALYSIS				
Average Number Per Traveler Month	13.8		13.6	
Average Cost Per Meal -	$ 7.02	$	$ 6.92	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.4		3.5	
Average Cost Per Night -	$ 53.50	$	$ 51.48	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	UP 10.6 %	%	UP 6.8 %	%
Lodging	UP 6.9		UP 13.2	
Public Transportation	UP 15.6		UP 12.7	
Car Rental	UP 78.8		UP 47.5	
Telephone & Telegraph	DOWN 2.0		UP 9.6	
Postage & Supplies	UP 3.3		UP 9.6	
Entertainment	DOWN 0.8		UP 11.5	
Miscellaneous	UP 20.5		UP 7.1	
TOTAL TRAVEL EXPENSES	UP 9.0 %	%	UP 11.7 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 9.5 %	%	UP 2.3 %	%
Average Cost Per Meal -	UP 0.7 %	%	UP 4.4 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 6.3 %	%	UP 20.7 %	%
Average Cost Per Night -	UP 0.3 %	%	DOWN 6.4 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 94.16	$	$ 93.44	$
Lodging	225.83		215.44	
Public Transportation	286.74		285.25	
Car Rental	52.89		48.30	
Telephone & Telegraph	154.51		144.25	
Postage & Supplies	30.70		28.75	
Entertainment	88.93		94.21	
Miscellaneous	61.31		60.05	
TOTAL TRAVEL EXPENSES	$ 995.07	$	$ 969.69	$

MEAL ANALYSIS				
Average Number Per Traveler Month	13.4		13.3	
Average Cost Per Meal -	$ 7.04	$	$ 7.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.0		3.9	
Average Cost Per Night -	$ 56.47	$	$ 54.63	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	UP 4.8 %	%	UP 3.2 %	%
Lodging	UP 3.5		UP 5.9	
Public Transportation	UP 7.0		DOWN 4.1	
Car Rental	UP 16.1		DOWN 9.1	
Telephone & Telegraph	UP 2.2		DOWN 0.3	
Postage & Supplies	UP 9.4		UP 6.1	
Entertainment	DOWN 13.5		UP 2.5	
Miscellaneous	UP 6.8		DOWN 1.2	
TOTAL TRAVEL EXPENSES	UP 3.5 %	%	UP 0.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 3.9 %	%	UP 0.8 %	%
Average Cost Per Meal -	UP 1.4 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 2.6 %	%	NO CHANGE %	%
Average Cost Per Night -	DOWN 0.2 %	%	UP 5.7 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

B7400-1

5

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

AVERAGE $ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 44.05	$	$ 54.36	$
Lodging	55.06		76.35	
Public Transportation	87.83		114.52	
Car Rental	62.66		68.40	
Telephone & Telegraph	1.33		1.67	
Postage & Supplies	.13		.09	
Entertainment	42.52		49.35	
Miscellaneous	7.35		12.18	
TOTAL TRAVEL EXPENSES	$ 300.93	$	$ 376.92	$

MEAL ANALYSIS				
Average Number Per Traveler Month	6.1		7.1	
Average Cost Per Meal -	$ 7.25	$	$ 7.67	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.2		1.5	
Average Cost Per Night -	$ 46.01	$	$ 51.66	$

10/84

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	DOWN 4.1 %	%	UP 12.7 %	%
Lodging	DOWN 24.9		UP 8.6	
Public Transportation	DOWN 3.0		DOWN 7.9	
Car Rental	DOWN 4.0		UP 1.8	
Telephone & Telegraph	DOWN 17.9		DOWN 47.8	
Postage & Supplies	N/A		DOWN 93.2	
Entertainment	DOWN 1.7		DOWN 11.0	
Miscellaneous	DOWN 19.8		UP 8.0	
TOTAL TRAVEL EXPENSES	DOWN 8.6 %	%	DOWN 1.2 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 3.2 %	%	UP 10.9 %	%
Average Cost Per Meal -	DOWN 0.8 %	%	UP 2.3 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 7.7 %	%	UP 7.1 %	%
Average Cost Per Night -	DOWN 15.5 %	%	UP 1.5 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 104.36	$	$ 106.09	$
Lodging	192.17		182.61	
Public Transportation	209.80		236.75	
Car Rental	20.05		25.44	
Telephone & Telegraph	191.23		197.50	
Postage & Supplies	26.11		27.82	
Entertainment	74.14		76.12	
Miscellaneous	53.69		56.54	
TOTAL TRAVEL EXPENSES	$ 871.55	$	$ 908.87	$

MEAL ANALYSIS				
Average Number Per Traveler Month	17.4		17.8	
Average Cost Per Meal -	$ 5.99	$	$ 5.95	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.6		3.5	
Average Cost Per Night -	$ 53.12	$	$ 52.22	$

10/84

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	UP 8.6 %	%	DOWN 1.9 %	%
Lodging	UP 14.6		UP 3.6	
Public Transportation	DOWN 11.4		UP 2.2	
Car Rental	DOWN 17.6		DOWN 12.2	
Telephone & Telegraph	DOWN 4.7		UP 18.7	
Postage & Supplies	DOWN 8.2		DOWN 4.7	
Entertainment	UP 1.8		DOWN 10.6	
Miscellaneous	UP 19.7		DOWN 12.9	
TOTAL TRAVEL EXPENSES	NO CHANGE %	%	UP 2.0 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	UP 8.1 %	%	UP 0.6 %	%
Average Cost Per Meal -	UP 0.5 %	%	DOWN 2.8 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	UP 16.1 %	%	DOWN 2.8 %	%
Average Cost Per Night -	DOWN 1.4 %	%	UP 6.4 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84

B7400-1

7

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	AUGUST 1984		AUGUST 1984	
EXPENSES				
Meals	$ 53.90	$	$ 69.96	$
Lodging	68.53		79.49	
Public Transportation	62.68		73.22	
Car Rental	5.62		7.88	
Telephone & Telegraph	42.15		50.67	
Postage & Supplies	13.35		12.94	
Entertainment	32.93		39.53	
Miscellaneous	49.54		57.43	
TOTAL TRAVEL EXPENSES	$ 328.70	$	$ 391.12	$
MEAL ANALYSIS				
Average Number Per Traveler Month	7.0		8.1	
Average Cost Per Meal -	$ 7.72	$	$ 8.63	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.5		1.7	
Average Cost Per Night -	$ 46.35	$	$ 45.61	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	08/84 vs 07/84		08/84 vs 12/83	
EXPENSES				
Meals	DOWN 26.5 %	%	DOWN 0.5 %	%
Lodging	DOWN 13.6		DOWN 1.1	
Public Transportation	DOWN 15.0		DOWN 3.2	
Car Rental	DOWN 45.1		DOWN 14.9	
Telephone & Telegraph	DOWN 20.9		DOWN 4.5	
Postage & Supplies	UP 20.8		DOWN 8.6	
Entertainment	DOWN 16.6		DOWN 19.5	
Miscellaneous	DOWN 13.1		UP 11.3	
TOTAL TRAVEL EXPENSES	DOWN 17.3 %	%	DOWN 3.1 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 15.7 %	%	DOWN 4.7 %	%
Average Cost Per Meal -	DOWN 12.5 %	%	UP 5.0 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 11.8 %	%	DOWN 10.5 %	%
Average Cost Per Night -	DOWN 2.5 %	%	UP 6.6 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

10/84